

RECRUITMENT RULES

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GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

(G.O. Ms. No. 7/2011-DPAR, dated 31st January 2011)

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with the Notification No. F. 5/4/65-GP, dated 11th January 1965 of the Ministry of Home Affairs, Government of India, New Delhi, and in supersession of the Notification issued in G.O. Ms. No. 69, dated 1st August 1981 of the General Administration Department, in so far as it relates to Schedule annexed thereto and published in the Extraordinary Gazette No. 77, dated 1st August 1981 and the Notification issued in G.O. Ms. No. 52, dated 31st October 1997 of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry published in Gazette No. 49, dated 9th December 1997 and Notification issued in G.O. Ms. No. 52, dated 29-9-1998 of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry and published in Gazette No. 48, dated 1-12-1998 and Notification issued in G.O. Ms. No. 94/2005-DPAR, dated 15-12-2005 of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry and published in Gazette No. 52, dated 27-12-2005 and Notification issued in G.O. Ms. No. 30/2008-DPAR, dated 7-5-2008 of Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry published in Gazette No. 23, dated 3-6-2008, save as respects things done or omitted to be done before such supersession, the Lieutenant-Governor, Puducherry hereby makes the following rules regulating the method of recruitment to the post of Upper Division Clerk in the Government of Puducherry namely:—

Short title and commencement.— (1) These rules may be called the Government of Puducherry, Upper Division Clerk Recruitment Rules, 2011.

(2) They shall come into force on and from the date of their publication in the official gazette.

2. *Number of post, its classification and scale of pay.*— The number of the said post, its classification and scale of pay attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed hereto.

3. *Method of recruitment, age limit and other qualifications.*— The method of recruitment to the said post, age limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (14) of the said Schedule.

4. *Disqualification.*— No person—

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post :

Provided that the Lieutenant-Governor may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where the Lieutenant-Governor is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provision of these rules with respect to any class or category of persons.

6. *Saving.*— Nothing in these rules shall affect the reservations, relaxation in upper age limit and other concessions required to be provided for the scheduled castes, the scheduled tribes and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.

SCHEDULE

RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK

1. Name of the post : Upper Division Clerk
2. Number of post : 1050 (One thousand and fifty only) (2011) Subject to variation, dependent on work-load.
3. Classification : General Central Services–Group ‘C’–Non-Gazetted–Ministerial.
4. Pay band and grade pay/pay scale : Pay Band 1 ₹ 5,200-20,200 + Grade Pay ₹ 2,400.
5. Whether selection post or non-selection post : Not applicable
6. Whether benefit of added years of service admissible under rule 30 of Central Civil Services (Pension) Rules, 1972. : Not applicable
7. Age limit for direct recruits : Between 18 and 32 years of age (Relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by Central Government, provided such Government servants are working for not less than 3 years in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the Department will be useful for efficient discharge of duties in the post for which selection is made).

Note : (1) In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall, in each case, be the last date up to which the Employment Exchanges, are asked to submit the names.
(2) In the case of recruitment made through advertisement, the crucial date for determining the age shall be the closing date of receipt of application.
8. Educational and other qualifications required for direct recruits. : Degree of a recognised University.
9. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. : No
10. Period of probation, if any : *Direct recruits* : Two years
Promotees : Nil
11. Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. : 45% by direct recruitment through Competitive Examination.

Note : The direct recruitment candidates are required to pass the following Departmental Tests conducted by Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry within the period of probation, namely :–

- (i) Accounts test for Subordinate Officers;
- (ii) Common General Departmental test for Ministerial Staff and should also pass typewriting test (Lower Grade) in English or Tamil or Malayalam or Telugu conducted by a recognised Board of Technical Education; and
- (iii) Office Automation.

45% by promotion from Lower Division Clerks who have completed 8 years service in the grade after appointment thereto on regular basis and should have passed the following tests namely:—

- (i) Accounts Test for Subordinate Officers; and
- (ii) Common General Departmental Test for Ministerial Staff failing which by Limited Departmental Competitive Examination.

10% by Limited Departmental Competitive Examination from Lower Division Clerks who have completed 4 years of continuous regular service in the post and who have passed the following tests namely:—

- (i) Accounts Test for Subordinate Officers; and
- (ii) Common General Departmental Test for Ministerial Staff.

12. In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/ absorption, is to be made. : Promotion from Lower Division Clerks who have completed 8 years of service in the grade after appointment thereto on regular basis and should have passed the following departmental tests conducted by Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry namely:—
- (i) Accounts Test for Subordinate Officers;
 - (ii) Common General Departmental Test for Ministerial Staff.
13. If a Departmental Promotion Committee/Recruitment Committee exists, what is its composition? : *Recruitment Committee/Departmental Promotion Committee (Promotion/Confirmation) for Group 'C' posts consisting of :—*
- (1) Secretary in-charge of Department of . . . Chairman Personnel.
 - (2) Joint/Deputy/Under Secretary (DP&AR) . . . Member
 - (3) Joint/Deputy/Under Secretary (Finance) . . . Member
14. Circumstances in which Union Public Service Commission is to be consulted in making recruitment. : Not applicable.

(By order of the Lieutenant-Governor)

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